

TRUSSVILLE CITY SCHOOLS

JOB DESCRIPTION

JOB TITLE: Office Assistant

REPORTS TO: Director, Principal or Designee

JOB GOAL: To assure the smooth and efficient operation of the office in order that the schools of Trussville City may be better served.

EVALUATION: Trussville Board of Education Personnel Evaluation Plan

TERMS OF EMPLOYMENT: 9 Month/187 days a year and/or 12 month/240 days a year

PERFORMANCE RESPONSIBILITIES:

1. Performs the daily clerical duties associated with the usual office routines and practices of a busy yet productive and smoothly run office.
2. Maintains organizational and tracking systems for various files and procedures.
3. Acts as receptionist to answer phones, route calls, and maintain school and/or department calendar.
4. Composes letters, summaries, and inter-office communications.
5. Receives and disseminates mail
6. Operates general office machinery
7. Various copying duties including disseminating, copying, and making booklets.
8. Attends workshops and participates in professional development activities.
9. Demonstrates a high degree of professionalism and ethics.
10. Works cooperatively with system personnel, parents, and students.
11. Assumes responsibility to perform any work that is assigned a Director, Superintendent of Schools and/or the Superintendent's representative.
12. Participates in in-service and professional development activities as needed.
13. Maintains the confidentiality of all students.
14. Performs other duties as assigned by the Director, principal, and or designee.

Board Approved: May 7, 2007

Revised: March 5, 2012